

Adopted:	April 2021
Next review:	April 2022
Approved by:	NSAT Executive
Responsibility of:	Director of Data & Compliance

Privacy Notice for Skipton Girls' High School Admissions

This Privacy Notice has been written to inform parents, carers and candidates of how Skipton Girls' High School, part of Northern Star Academies Trust processes your personal data with regards to admissions testing.

Who are we?

Northern Star Academies Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the way, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01609 532526

What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of candidates (e.g. name, date of birth, address)
- Personal information of parents/carers (e.g. name, address, telephone numbers and email address)
- Information required to ensure our Admissions Policy is applied accurately including pupil premium eligibility and if the child is currently looked after or has been previously looked after.
- Current school details
- Results of selection tests – to ensure that our admissions policy is applied accurately and fairly.

We will also process certain 'special category' data about candidates including:

- Relevant SEND / EHCP / medical information and evidence – this may be required for us to make reasonable adjustments to candidates sitting the entrance examination.

We will also collect personal information in the form of images recorded using CCTV. Please see the separate CCTV policy and privacy notice.

Why do we collect your personal data?

We use the information we collect:

- To register candidates for the entrance test.
- To administer the Skipton Girls' High School entrance test.
- To ensure that applications and results are processed in line with our data protection requirements and our admissions policy.
- To facilitate school admission appeals with the independent admissions appeal panel, if necessary
- For the transition process.

What is our lawful basis for processing your personal data?

Our legal basis for processing your personal data is done so in accordance with Article 6(e) (public task), Article 6(a) (consent), Article 9 (2)(a) (explicit consent where applicable) and Article 9(2)(g) (reasons of substantial public interest).

Who do we obtain your information from?

Much of the information we process will be obtained directly from you as parents/carers. We will also process information received from:

- The Department for Education (DfE)
- The Local Education Authority

Who do we share your personal data with?

We share candidate information with:

- North Yorkshire Local Education Authority to ensure that they can conduct their statutory duties under the School Admissions code if you make an application to the local authority for a place at the school.
- Northern Star Academies Trust (where relevant).
- Appeals panels (where necessary).

Where we rely on Article 6(e) you have the right to object to processing and where we are relying on Article 6(a) you have the right to withdraw that consent at any time. Please see section below on data subject rights.

How long do we keep your personal data for?

Northern Star Academies Trust will keep your data in line with our Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under GDPR you have the following rights in relation to the processing of your personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request access to your personal data that we hold and be provided with a copy of it.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our Data Protection Officer on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk / 03031 231113